

COUNTY OF LOS ANGELES - DEPARTMENT OF MENTAL HEALTH
OFFICE OF THE MEDICAL DIRECTOR

MANAGED CARE DIVISION

TRANSFER OPPORTUNITY

THIS IS NOT AN OFFICIAL EXAMINATION-COUNTY OF LOS ANGELES DEPARTMENT OF
MENTAL HEALTH EMPLOYEES ONLY

Psychiatric Social Worker II

The Managed Care Division, part of the Office of the Medical Director, is actively seeking a highly motivated, self-directed, organized individual to assist with planning, developing, and implementing authorization processed related to the Low Income Health Plan/1115 Waiver and Health Care Reform. The employee will also perform duties related to the Local Mental Health Plan which consist of the county-wide Medi-Cal Fee-For-Service Inpatient Acute Psychiatric Hospital Services of 28 contracted hospitals and approximately 71 non-contracted hospitals throughout California. This is a unique opportunity for an interested clinician to gain experience, skills, and expertise in the new direction the Department is embarking upon the implementation of Low Income Health Plan/1115 Waiver and Health Care Reform.

EXAMPLES OF DUTIES:

- Reviews for approval or denial authorization requests from providers for mental health services (Healthy Way LA – Low Income Health Plan).
- Utilizing established criteria, ensures that the client plans meet all requirements as established in Federal regulations, information letters and notices, the State/Mental Health Plan contract and that medical and service necessity is documented.
- In accordance with established protocol, makes a determination whether or not the client is receiving services at the appropriate level of care.
- Reviews supplemental information/documentation from the provider for the purpose of ensuring the proper level of care/treatment interventions has been determined/received.
- Provides informal instruction/education to providers on documentation on an on-going basis. Participates in formal trainings for providers as needed.
- Presents cases for peer review in weekly staff meetings. Discusses issues and concerns about authorizations with peers and/or supervisor on an as needed basis.
- After review with supervisor, completes Notice of Action (NOA) forms, Decision Letters, and Internal Invoices, and sends copies to the client, the provider and patient's rights.
- Identifies high risk/ "outlier" clients requiring more focused care management.
- Assists in the review of authorization requests submitted by Directly Operated Clinics for mental health services related to Low Income Health Plan/1115 Waiver and Health Care Reform.
- Reviews retrospective payment authorization requests from Fee-for-Service and Short Doyle/Medi-Cal psychiatric inpatient hospitals for services provided to Los Angeles County Medi-Cal beneficiaries.
- Participates on a multidisciplinary team with Managed Care Division staff and other Department Bureau staff in the development, updates and revisions of the Network

Provider Manual, informational bulletins, Board Letters and other Division and Departmental documents.

- Provides training to community mental health providers, network providers and DMH staff regarding DMH services, Medi-Cal beneficiary related issues and compliance with County, State, and Federal regulations.
- Other duties as assigned.

DESIRABLE QUALIFICATIONS:

- Strong communication and written skills.
- Strong clinical background and experience, particularly in in-patient settings.
- Clinical background and experience in the Managed Care field.

Interested individuals who are currently holding the title of Psychiatric Social Worker II are encouraged to submit a detailed resume and letter of interest as well as two Performance Evaluations and the last two years of master time records no later than **5:00 PM on Friday, February 15, 2013** to:

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